

POLICE CAPTAIN

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Performance of all phases of law enforcement work, including patrol, investigative, and traffic control duties. Performance of all work of the subordinate classes, but with less supervision and in a more specialized and detailed manner. Supervise, assist, and instruct subordinate employees in the performance of their duties. Assist in the direction and supervision of the investigative and patrol sections and other law enforcement activities of the department in accordance with departmental policy. Personally conduct investigation of more complex incidents and perform other work as assigned.

DISTINGUISHING FEATURES OF THE CLASS

Work of this class involves supervisory responsibility in the investigation and detection of crime and supervisory responsibility in traffic enforcement. Although work is performed under general instructions received from a superior officer, there is wide leeway for independent action. In accordance with departmental policy, employees of this class, during their tour of duty, act in the capacity of the police chief in the absence of the police chief or other superior officer.

EXAMPLES OF WORK

(Illustrative only.)

Assist the supervising officer on the assigned shift;

Transmit orders to subordinate employees and instruct and assist them in the performance of their duties;

Make arrests in accordance with law and departmental policy;

Patrol city in patrol car, in company with other members of the department, and make investigations of crimes, traffic offenses, and suspicious conditions;

Secure information and evidence for the arrest of persons alleged to have committed a crime;

Conduct interviews of suspects, victims, witnesses, and informants to obtain any evidence;

Handle details of bonds for persons arrested;

Promote harmony and good morale within the department;

Instruct subordinates of the policies, rules, and procedures of the department;

Review reports of subordinates for accuracy, completeness, etc.;

Conduct classes of instruction as assigned;

Investigate reports of missing persons and property;

Make complete and clear reports of all investigations conducted and actions taken;

Instruct subordinates in the law and proper police methods;

Perform all duties required by law and departmental policy.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the class of Police Sergeant;

Must be not less than twenty-five (25) years of age;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation;

Must meet all other requirements specified in paragraph 23 of the Municipal Fire and Police Civil Service Law.

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